

Remote Work Considerations

WSU values the advantages of a collaborative culture and recognizes the service quality resulting from an on-site in-person environment. The university also recognizes that remote work opportunities can potentially increase productivity and performance as well as aid in the recruitment and retention of highly qualified faculty and staff. Working remotely will continue to be an exception at Weber State that will require advance approval by the college dean or equivalent supervisor. Per PPM 3-9, all alternative work arrangement agreements are subject to review and approval by Human Resources. Human Resources reviews arrangements to help ensure decisions are made in compliance with applicable policies and laws, and to assist in resolving any conflicts that may arise, as needed. Where an employee is requesting to work out of state, Payroll must also review for compliance with tax laws.

Individual colleges should develop criteria and determine a selection process whereby they can reasonably recommend individuals in their area for entirely remote work. These policies will be reviewed and approved by HR for purposes of consistency. **Factors to consider:**

- Adherence to [PPM 3-9](#)
 - Weber State University considers an alternative work arrangement to be a viable, flexible work option when both the employee and the position are suited to such an arrangement. An [alternative work arrangement](#) may be appropriate for some employees and positions but not for others. Alternative work arrangement eligibility is determined by [reviewing several factors](#), including the following:
 - Position Compatibility: Evaluation of the position responsibilities to determine if the position is appropriate for an alternative work arrangement.
 - Employee Suitability for Alternative Work: The employee's needs, work habits, and performance are factors for consideration if the position is appropriate for an alternative work arrangement and meets the employer's needs.
 - Worksite Suitability: Maintaining a safe alternate worksite is the remote worker's responsibility. Employees may be required to complete verification documentation approved by Human Resources.
- Timeframe for remote work
 - Remote work agreements must be reviewed at least annually, but may be reviewed more frequently as the need arises. Employees must understand that any arrangement is not binding and may be reviewed and revised as the needs of the institution dictate.
 - Those working remotely must complete HR's [alternative work form](#).*

*For faculty, this form is only required for those working completely remotely.

- Requests for completely remote work will only be considered if it is in the best interest of the institution. When considering the best interest of the institution, consideration should be made of the factors listed herein, including holistically reviewing the goals and needs of the specific area.
 - Supervisors should be able to articulate why the choice is in the best interest of the institution.
 - Consider a mix of modalities and student needs in developing teaching schedules
 - Consider department culture, financial implications, and effect on students or others with whom the employee must engage.
- If approved for completely remote work:
 - Would the individual need to be physically present for any portion of the job (i.e. certain meetings or times of the year)?
 - Employees must understand that at any time, employees may be expected to participate in person for specific needs and will be responsible for making such arrangements to attend in person.

Selection Process

When multiple employees express interest in fully remote work, but not all requests can be accommodated, supervisors/deans need to implement a selection process. The overall process will be determined through a collaborative approach with HR, provost, and dean/supervisor. ***The final selection process must be approved by Human Resources.***

Possible considerations or implementations in such a process could include:

- Department function and coverage
- Department need
- Accountability and responsiveness
- Camaraderie, professional development, engagement
- Department equity
- Requiring an application for completely remote work from interested employees
- Requiring re-application annually - these arrangements should not be entered into permanently and this should be made clear to all remote employees.
- Rotation of interested individuals

Out-of-State Remote Work

Employees ***must*** report if they have the intention to work out of state. Employees may work out of state *only with approval from all supervisory levels* including the vice president or provost, Human Resources, and Payroll. Such arrangements, if existing, may not be able to be accommodated or continued. Employees must understand that at any time, such an arrangement may end and/or the employee may be expected to come into the office for specific needs and will

be responsible for making such arrangements. Employees must understand their responsibility to meet during mountain time working hours even if working in a different time zone. There are tax implications and obligations for working in an alternative work location. Employees should consult their tax professionals if they have questions. Requests for out-of-state work may take significant time to review and approve and employees should not make arrangements expecting to be approved in advance.

- **Cost to department for out-of-state remote employees:**
 - \$5,000 initial setup cost per state
 - \$1,500 ongoing annual cost per employee
 - These costs are assessed by the payroll office and cover the additional workload of setup, compliance monitoring, tax withholdings and payments, and tracking.